

| <b>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY</b><br><b>HUMAN RESOURCES SHARED SERVICE CENTER</b>   |   |   |   |  |   |
|--|---|---|---|--|---|
| <b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>   |   |   |   | 1. Position No.<br>EPGS21052   | 2. Incumbency Allocation Only?<br>May Not be IAed |
| 3. Reason for Submission<br><b>New</b>   | 4. Employing Office Location<br><b>Washington, D.C.</b>                 | 5. Duty Station<br><b>Washington, D.C.</b>  |   | 6. BUS Code<br>8888  |   |
| Explanation (Show any positions replaced)  | 7. Fair Labor Standards Act<br><b>Exempt - Administrative</b>           | 8. Financial Statements Required<br><b>OGE-278 Required</b>   |   | 9. Cybersecurity Code<br>a. <b>000</b>   |   |
|  | 10. Position Status<br><b>Excepted (Specify in Remarks)</b>             | 11. Supervisory Status Code<br><b>8 - All Other Positions</b>   |   | b. _____   |   |
|  | 12. Competitive Level Code  | 13. Competitive Area  |   | 14. Drug Testing<br><b>Yes</b>   |   |
|  | 15. Extramural %  | 16. Functional Class Code<br><b>N/A</b>   |   | 17. Medical Monitoring   |   |
|  | 18. Position Sensitivity<br><b>Non-Critical Sensitive</b>               | 19. Security Clearance<br><b>2 - Secret</b>   |   | 20. Position Risk<br><b>3 - High</b>   |   |
|  | 21. Emergency Essential   | 22. Developmental Position<br><b>No</b>   |   | 23. Full Performance Level<br><b>GS-14</b>   |   |
| 24. Position Classification  | Official Title of Position  |   |   | Pay Plan   | Occupational Code                                 |
| a. Official Allocation   | <b>Environmental Protection Specialist</b>                              |   |   | <b>GS</b>  | <b>0028</b>                                       |
| 25. Organizational Title of Position (if different from official title)<br><b>Senior Advisor for State Partnerships</b>  |   |   | 26. Name of Employee (if vacant, state such)<br><b>Wendi Wilkes</b>   |  |   |
| 27. Department, Agency, or Establishment Hierarchy   |   |   |   |  |   |
| a. 1st Tier Org Code   | 1st Tier Org Description<br><b>U.S. Environmental Protection Agency</b> |   |   |  |   |
| b. 2nd Tier Org Code<br><b>J0000000</b>  | 2nd Tier Org Description<br><b>Office of Water</b>                      |   |   |  |   |
| c. 3rd Tier Org Code   | 3rd Tier Org Description  |   |   |  |   |
| d. 4th Tier Org Code   | 4th Tier Org Description  |   |   |  |   |
| e. 5th Tier Org Code   | 5th Tier Org Description  |   |   |  |   |
| <b>28. Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |   |   |   |  |   |
| a. Typed Name and Title of Immediate Supervisor<br><b>Dan Utech, Chief of Staff</b>  |   |   | b. Typed Name and Title of Higher-Level Supervisor or Manager<br><b>Dan Utech for Michael Regan, Administrator</b>  |  |   |
| Signature<br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <b>DAN UTECH</b><br/> <small>Digitally signed by DAN UTECH<br/>Date: 2021.11.17 09:08:04<br/>-05'00'</small> </div> <div style="text-align: center;">           Date<br/>           _____         </div> </div>  |   | Signature<br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <b>DAN UTECH</b><br/> <small>Digitally signed by DAN UTECH<br/>Date: 2021.11.17 09:08:20<br/>-05'00'</small> </div> <div style="text-align: center;">           Date<br/>           _____         </div> </div> |   |  |   |
| <b>29. Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.  |   |   | <b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management. |  |   |
| a. Typed Name and Title of Official Classifying the Position<br><b>Barbara Dangler, HR Specialist</b>  |   |   | 30. Position Classification Standards Used in Classifying/Grading Position<br><b>Environmental Protection Specialist Series, GS-0028, TS-133, 3/95</b>  |  |   |
| Signature<br><div style="text-align: center;"> <br/> <b>Barbara E. Dangler</b> </div>  |   | Date<br><div style="text-align: center;"><b>12/3/21</b></div>   |   | 31. Remarks<br><b>Executive position (Schedule C).<br/>           Temporary Transitional Schedule C appointment. Same PD can be used if converted to a permanent Schedule C appointment.<br/>           Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.</b> |   |
|  |   |   |   |  |   |
| 21 2393461   |   |   |   |  |   |

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Environmental Protection Specialist  
Senior Advisor for State Partnerships  
GS-0028-14**

**Introduction**

This position is located in the immediate office of the Office of Water (OW) at the U.S. Environmental Protection Agency. The Office of Water is responsible for administering over \$50 billion in Bipartisan Infrastructure Law (BIL) funds with most of this funding flowing to states through the State Revolving Funds. The Senior Advisor for State Partnerships will serve as a dedicated leader to develop and maintain beneficial relationships with state water agencies.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Associate Administrator for Water. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Associate Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Associate Administrator in correspondence and other communications with agency managers and program officials.

**Major Duties and Responsibilities**

1. Manages the Office of Water's engagement with state water agencies in all 50 states, the District of Columbia, Tribal nations, and territories that are responsible for project-level implementation of over \$50 billion in water infrastructure funding. Develops policies and positions on legislative and regulatory issues impacting state agencies and water systems. Performs complex analysis of Safe Drinking Water Act regulations, reports, and guidance. Tracks and analyzes new legislative and regulatory developments that affect a large segment of the regulated community, resolving problems that are critical to accomplishment of important agency objectives. Determines the soundness of agency wide programs and plans, developing and establishing new approaches and methods. The work affects the development of major aspects of the agency's environmental protection programs and policies, the work of state and local officials, top-level managers of the agency/department, private industry executives, or other agency staff.
2. Coordinates guidance, analyses, and deliverables created by the Office of Ground Water and Drinking Water and the Office of Wastewater Management.
3. Serves as a key representative of the Associate Administrator, OW and the agency. Oversees grantee activities of critical implementation partners, providing authoritative advice and technical assistance. The partners include: the Environmental Council of the States (ECOS),

the Associate of Clean Water Administrators (ACWA), the Association of State Drinking Water Administrators (ASDWA), and Council of Infrastructure Financing Authorities. Establishes and maintains close relationships with state leaders responsible for administering funds dedicated to lead pipe replacement through the Drinking Water State Revolving Fund and funds for other state drinking water purposes. Serves as a liaison with the American Water Works Association and state commissions on environmental quality. Builds relationships with Congressional offices, providing education on potential legislative impacts. Coordinates OW programs with internal and external organizations, determining or recommending compromises to be made, and maintaining effective relations.

4. The incumbent is an authority and the principal advisor to the Assistant Administrator on water infrastructure and BIL state partnership oversight, providing advice on critical and sensitive matters. Provides comments and recommendations on policy reports, technical papers, project proposals and other documents. Leads assessments of specific program and administrative areas to determine the need for modifications to improve efficiency and accomplishment of mission objectives and directs the implementation of those changes.
5. Exercises leadership on an array of special and continuing assignments and projects of special interest to the Assistant Administrator. Projects focus on water system partnerships, infrastructure funding and financing, and affordability issues. Maintains contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations.
6. Keeps abreast of new developments pertaining to assigned areas of expertise and provides advice and options to the Assistant Administrator on strategies to accommodate such developments. Exercises initiative in determining suitable alternative solutions with officials of other federal agencies, state and local governments, agencies and associations charged with similar responsibilities. Maintains a strong understanding of the political and policy landscape for water infrastructure issues at the local, state, and federal levels.
7. Performs other duties as assigned.

### **Factor Level Descriptions**

#### **Factor 1 – Knowledge Required by the Position**

#### **Level 1-8 (1550 points)**

Mastery of the environmental statutory, regulatory, policies and principles of the Clean Water Act (CWA), Safe Drinking Water Act and BIL policies to sufficiently perform a full range of duties concerning the implementation of the State Revolving Funds. This also involves familiarity with the practices of municipal wastewater treatment, nonpoint source and watershed management, and general knowledge of CWA objectives and state water quality program management. Mastery knowledge of the following acts as well in relation to BIL and the State Revolving Funds: portions of the Coastal Zone Act Reauthorization Amendments of 1990,

Resource Conservation and Recovery Act, Ocean Dumping Ban Act, Marine Protection, Research and Sanctuaries Act, Shore Protection Act, Marine Plastics Pollution Research and Control Act, London Dumping Convention, the International Convention for the Prevention of Pollution from Ships and several other statutes.

Familiarity with BIL and state project-level infrastructure financing options, state-level revolving funds, and other state environmental financing management programs.

Expert knowledge of environmental statutes, regulatory requirements, program goals and objectives of environmental programs of both EPA and stakeholder/recipient organizations in order to understand and develop relationships among various programs, including where they complement each other and where there are divergent procedures and requirements.

Expert knowledge of federal grants regulations processing, economic and fiscal procedures of the federal government, states, localities, and tribes in order to serve as a technical expert and administer and oversee a wide variety of grants related programs and activities. Mastery of policies and procedures of grants and agreements management, sufficient to develop innovative solutions to unusual, complex, and novel problems.

Skill in analyzing and evaluating environmental issues as they relate to the stakeholder/EPA relations with federal, state, local, or tribal governments, as well as public and private organizations, and the impact on the environment, the effectiveness in attaining agency objectives, or the efficiency. Skill in analyzing complex environmental problems, identifying problems, and negotiating solutions.

Knowledge of the organizational structure of EPA, and assigned stakeholder/recipient organizations, in order to understand decision making processes and procedures, national environmental policies, and facilitate issue resolution.

Skill in oral, written communications in order to articulate issues and positions with clarity and accuracy, manage projects/teams/work groups, and to prepare written materials.

## **Factor 2 – Supervisory Controls**

### **Level 2-5 (650 points)**

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in a program or functional area, the Senior Advisor for State Partnerships has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work independently. Completed work is reviewed only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

**Factor 3 – Guidelines****Level 3-5 (650 points)**

Guidelines consist of broad statements concerning policy initiatives, objectives, and legislative history. The field of BIL is an emerging area with profound implications for many of the agency's key activities. The employee must apply very broad insight and judgment to interpret and apply the vast array of regulatory, legal, scientific, and socio-economic information.

**Factor 4 – Complexity****Level 4-5 (325 points)**

Assignments are diverse with very complex, controversial, and unconventional issues. The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, programs. The employee adjusts national goals, objectives, and priorities into a program application, and develops material to supplement and interpret guidelines, when needed. Assignments involve the interpretation and implementation of grant regulations, policies, and guidance. Precedents must be applied to new work situations and guidelines adapted or new techniques developed to reconcile conflicting demands.

**Factor 5 – Scope and Effect****Level 5-5 (325 points)**

The purpose of the work is to provide authoritative information, analysis, and recommendations that identify and interpret alternatives and options to complex questions of policy or practice related to water infrastructure and state partnerships related to BIL. The work makes a significant contribution to the planning and evaluation of policies or projects that are of national interest and impact the well-being of substantial numbers of people.

**Factors 6/7 – Personal Contacts/Purpose of Contacts****Level 6-3/7-c (180 points)**

Personal contacts include a wide range of professional and administrative personnel throughout EPA, other Federal, state, local, or tribal agencies, contractors, private industry, academia, media, elected officials, and environmental advocacy groups. These include high level contacts at the Environmental Council of the States, the Association of Clean Water Administrators, the Association of State Drinking Water Administrators, and the Council of Infrastructure Financing Authorities.

The purpose of the contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, negotiate or advise on work efforts or resolve problems in dealings with others who are working toward mutual goals. Contacts frequently pertain to justifying use of different approaches or processes.

**Factor 8 – Physical Demands****Level 8-1 (5 points)**

Work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items, and bending.

**Factor 9 – Work Environment**

**Level 9-1 (5 points)**

Work is performed primarily in an office setting, although some field visits may be necessary.

**Total Points: 3690**

**GS-14 Point Range = 3605-4050**